

**SCHOOL COMMITTEE MEETING MINUTES
THURSDAY, JULY 20, 2023
10:00 AM
LIBRARY, ROBBINS BUILDING
AND REMOTE ZOOM ACCESS**

Present – School Committee: Carrie Patel, Julie Viola, Brian Waterson, Sara Wilson
Present via Zoom – School Committee: Sharon Whitt
Present – School Administration: James O’Shea, Superintendent; Lori Bruce, Director of Student Services; Mary O’Regan, Assistant to the Superintendent

Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public can access the meeting via live stream at:

Topic: CSC Meeting 7-20-23

Time: Jul 20, 2023 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://carlisle-k12-ma-us.zoom.us/j/84305995454?pwd=YzMvTWgvY2sya1VzNTdRdFJDeKhpZz09>

Meeting ID: 843 0599 5454

Passcode: 649389

I. Call to Order

Ms. Wilson called the meeting to order at 10:03 AM.

II. Public Comments

- Cynthia Sorn, Carlisle

III. Review/Approve Minutes

A motion was made by Ms. Patel to approve the minutes of the Carlisle School Committee meeting from June 7, 2023. Mr. Waterson seconded the motion and the motion passed unanimously.

Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

IV. Information/Discussion Items

A. 22-23 Year in Review/Reflection Activity - Several questions were put forth for reflection and members provided comment and feedback.

(1) What aspects of the Committee's work do you think we did well last year? or another way to put it might be, What aspects of the work of the Committee/District this past year are you most proud of?

Meetings ran well, moved along quickly, and stayed on topic. Good collaboration with community and town committees.

(2) What surprised you the most about the work of the Committee/District this past year? or What aspect of the work of the Committee did you find most interesting this past year?

By reviewing committee goals at each meeting, it helped the committee to keep focused. The use of data as a problem solving tool. The number of groups that the committee works with and the amount of work the committee gets done.

(3) As a Committee member, parent, or community member what aspects of the work of the Committee or the District did you think would benefit from more attention from the Committee? or What aspects of the work of the Committee would you have liked to have seen more time focused on?

Improved communication and the opportunity to work more collaboratively with town committees and boards. Updated approach to technology. Continue to focus on social emotional health of students and staff as well as continuing to make sure all students have full access to academics.

(4) What do you see as important areas of focus for the Committee/District for the next year and into the future?

Addition of a Technology Committee. Ensure students get what they need to succeed. Work to engage community members on educational topics. Continue to support DEIB. Find more out of the box initiatives to support SEPAC to celebrate and support the whole child.

- B. School Committee Goal Setting for 23-24 - There are several goals that the committee is obligated to address, but there is room for creativity in other areas. The committee may have CSC liaisons sit in at various meetings as well as the possibility of adding new subcommittees. There was a reminder that just because a topic is not a goal, it does not mean the topic is not important or that the committee can not address it. Goal discussion included keeping vocational/technical schools in front of town committees, addition of a safety related goal, and committee participation in capital planning. Ms. Wilson asked members to think about details, action items, and outcomes of the major topics discussed to come up with SMART goals. Goal setting will continue at upcoming CSC meetings.
- C. Subcommittee Appointments - A list of current subcommittees and liaisons was reviewed and it was noted that the committee is open to adding additional subcommittees and liaisons as needed to reflect the committee goals. The following appointments were made:
- a. Special Education Subcommittee - Sharon Whitt & Julie Viola
 - b. Policy Subcommittee - Sara Wilson & Brian Waterson
 - c. MFC - Carrie Patel
 - d. Warrant Signer - Carrie Patel

It was decided that all committee members will be sent warrants for review when they are ready for signature.

- D. Exit Interview Update - There were 13 interviews completed out of 14 offered. A set list of questions was used during each interview. There was a lot of positive feedback and staff members shared highlights of their time in Carlisle. Constructive feedback included the need for improved communications throughout all levels and the suggestion of adding a staff member, full or part-time, to address HR and benefit concerns. Exit interviews will continue in efforts to provide a supportive culture of improvement in the district.
- E. Belonging Project - The project grew out of the 22-23 school year welcome back efforts, *Be Here, Be You, Belong*, and the goal is to continue the belonging piece. This project is a collaborative effort which will focus on mental health and taking away the stigma of mental health topics. There will be the inclusion of student ambassadors to help younger students and promote conversations. The project will start with I Am Statements on

posters, but will continue throughout the school year with additional activities in classrooms and in the community.

V. Communications/Correspondence – The School Committee received two emails since the last meeting. The first regarding the proposed cell tower on the CCHS campus and the second a request from the Select Board to meet to engage in planning.

VI. Superintendent's Update

Mr. O'Shea stated there are a number of positions that still need to be filled and interviews are ongoing. The Facilities staff is working to clean classrooms and buildings. Today there is tree removal taking place in the playground. Staff continue to take part in summer days and curriculum work. Everyone is preparing for the new school year.

VII. Members'/Committee Reports as Needed

A. Regional School Committee - Budget work and contracts are done. The cell tower project has not been approved to date. The safety blue lights are currently being installed.

VIII. Warrants

- A. Accounts Payable Warrant 23SE25; \$42,194.12
- B. Accounts Payable Warrant 23SE26; \$217,511.12
- C. Accounts Payable Warrant 23SE27; \$99,833.54
- D. Accounts Payable Warrant 23SE28; \$48,012.69
- E. Payroll Warrant 23PR25; \$509,282.13
- F. Payroll Warrant 23PR26; \$366,289.82
- G. Payroll Warrant 23PR26A; \$399,748.90
- H. Payroll Warrant 23PR27; \$285,398.00

IX. Action Items

Vote to appoint a primary School Committee Member to sign warrants
A motion to appoint Carrie Patel as primary School Committee member to sign warrants was made by Mr. Waterson and seconded by Ms. Viola. The motion passed unanimously.
Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

X. Citizen's Comments - There were no comments.

XI. Adjournment

A motion to adjourn was made by Ms. Patel and seconded by Mr. Waterson. The motion passed unanimously and the meeting adjourned at 12:10 PM.
Roll Call Vote: Patel, aye; Viola, aye; Waterson, aye; Whitt, aye; Wilson, aye.

Respectfully Submitted
Mary O'Regan
Assistant to the Superintendent
July 20, 2023

List of Documents Viewed and/or Reviewed:

CSC Meeting Minutes 6.7.23

Accounts Payable Warrant 23SE25; \$42,194.12

Accounts Payable Warrant 23SE26; \$217,511.12

Accounts Payable Warrant 23SE27; \$99,833.54

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